

# User Guide:

## Add New Users or Request Access

### Membership Types

Multiple users can now be associated with an organisation's Portal profile, to manage the organisation's account and licence processes.

Access Type	Manage User Access Requests	Change User Access Permissions	Apply for a Licence	Submit Notifications	Request a Licence Variation
Group Administrator	✓	✓	✓	✓	✓
Group Editor			✓	✓	✓
Group Viewer	VIEW ONLY		VIEW ONLY	VIEW ONLY	VIEW ONLY

### Adding New Users or Changing Membership Type (For Group Administrators)

If you are a Group Administrator, you can add New Members to your organisation profile and update user Membership Types by:


**Step 1)** From the '**HOME**' tab in 'My Submissions' dashboard, click on your Registered Organisation – this should start with 'OPROF'.

Note: If you do not have a Registered Organisation, please see **User Guide: Creating an Organisation Profile**.

**Step 2)** Click on 'Edit' to update the Membership Type for existing Group Members or add new Group Members for your organisation

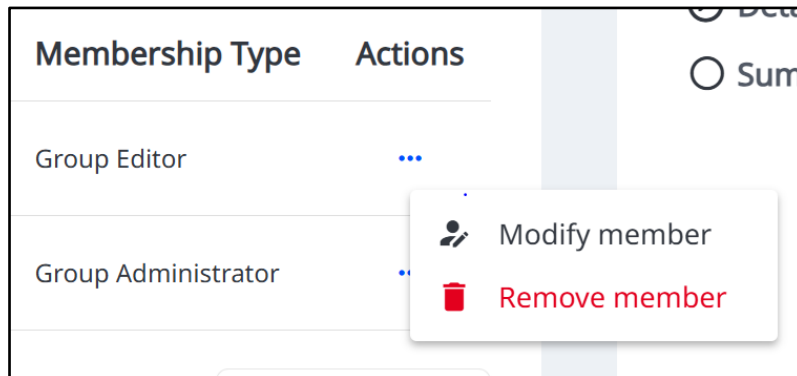
#### Organisation Members

Group Members

 Edit

Code	Name	Membership Type
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- Step 4)** By clicking the three dots '...' next to the relevant user, you can either:
- Modify member:** Choose a different membership type for this member
- Remove member:** Remove the member from your organisation profile



- Step 5)** Select '+ New Member' to add a new Group Member



Make sure the person you are adding already has a Portal log in account

- Step 6)** Search for the Group Member using their Portal log-in email address and select the membership type you would like to grant to them.

Add new member to group

Any member of this group can view all form information.

Email address \*

Select the membership type to grant to this member \*

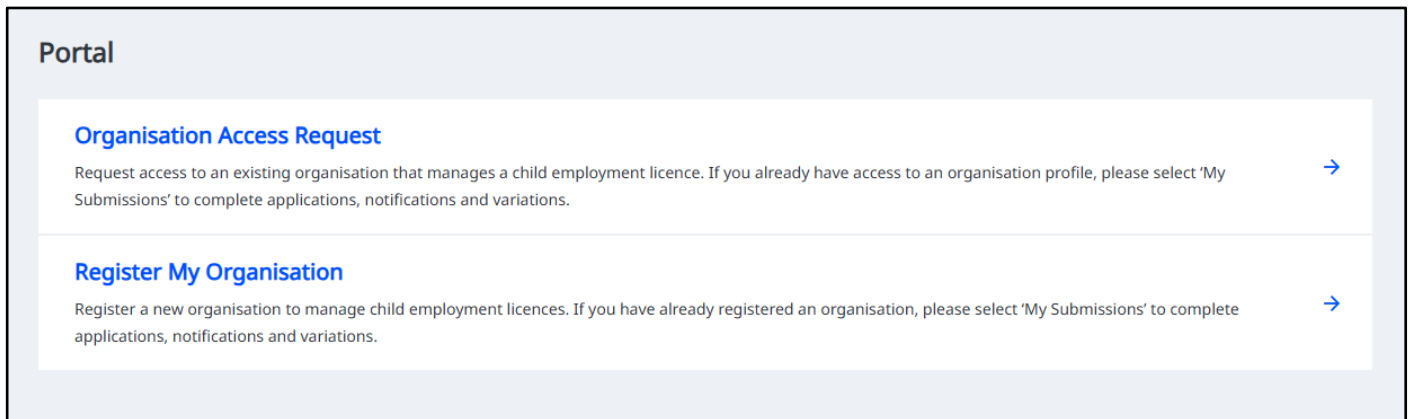
Select a membership type

Cancel

Add

## Requesting Access to an Organisation

- Step 1)** Create an account and log in to the Portal account
- Step 2)** Select 'Organisation Access Request' from the Portal homepage



- Step 3)** Fill in your details and the details of the organisation you would like to access.



The organisation **must be** registered before you can request access. See **User Guide: Creating an Organisation Profile** for more information.

- Step 4)** Click 'Send Access Request' once you have reviewed the details of your access request.
- Step 5)** The Group Administrator will be notified to of your request to join the organisation's Portal profile.
- Step 6)** When your access



## Approving Access Requests (For Group Administrators)

If you are a Group Administrator, you will be notified of requests from New Members wanting to access your organisation profile. You can review these requests by:

- Step 1)** From the '**HOME**' tab in 'My Submissions' dashboard, click on your Registered Organisation – this should start with 'OPROF'.
- If you do not have a Registered Organisation, please see **User Guide: Creating an Organisation Profile**.
- Step 2)** Under 'Membership Update Requests', click on the relevant request you want to review. This should start with 'MU'

Membership Update Requests			
Code	Description	Status	Updated Datetime
MU-44	Request for NAME (example@email.address.com) to join BUSINESS NAME	Pending	05/08/2025 11:25

**Step 3)** You can review the details of the request and select either approve or deny

Pending

Approve Request →

Deny Request →

**Step 4)** The user will automatically be provided with the Group Editor Membership Type.